



DEPARTMENT OF THE NAVY
COMMANDING OFFICER
SPACE AND NAVAL WARFARE SYSTEMS COMMAND
INFORMATION TECHNOLOGY CENTER
2251 LAKESHORE DRIVE
NEW ORLEANS, LA 70145-0001

SPAWARINFOTECHCENINST 12410.1
ITC12

27 Jan 2004

SPAWARINFOTECHCEN INSTRUCTION 12410.1

Subj: WORKFORCE DEVELOPMENT

Ref: (a) SECNAVINST 12410.22A
(b) SECNAVINST 5300.36
(c) DoD 1400-25-M Chapter 4101, DoD Civilian Personnel Manual

Encl: (1) DD Form 1556 (Rev. 8-02)
(2) Sample Individual Development Plan (IDP)

1. Purpose. This instruction issues policy and assigns responsibilities for career management, training, and development within the Space and Naval Warfare Systems Command Information Technology Center (SPAWARINFOTECHCEN) as delineated in references (a) and (b).

2. Scope. This instruction applies to training and career development programs for personnel assigned to SPAWARINFOTECHCEN, except for military career path, or general military training.

3. Objectives. This initiative is designed to meet four specific objectives while maximizing use of limited funds:

a. Provide a method for an employee to enhance knowledge, skills, and abilities to perform his/her job more effectively.

b. Supply a new employee with the knowledge, skills, and abilities necessary to perform his/her job.

c. Prepare an employee for career growth and for positions of greater responsibility and complexity.

d. Broaden each employee's knowledge, skills and abilities to create a flexible workforce that can adjust to meet changing missions, organizational structure, and new workloads.

4. Policy. Per reference (a), SPAWARINFOTECHCEN must ensure that its workforce is able to meet present and future mission requirements. Therefore, SPAWARINFOTECHCEN will provide the necessary resources for career management and to meet training and development needs, including an annual goal of at least 40 hours of training and development for every employee. Workforce development will be consistent with the following principles:

a. Conform to applicable federal, Department of Defense (DoD) and Department of the Navy (DoN) policy and guidance.

b. Cost training must be related to the employee's official duties. Official duties are those presently assigned to an employee, or those duties which the employee could reasonably be expected to perform in the future.

c. Training will be based on an assessment of the employee's strengths and weaknesses as determined during a skills gap analysis, annual performance appraisal cycle, or as identified by other means. Training may be necessary to develop knowledge or skills that are deemed lacking or deficient, to meet statutory or regulatory requirements, or to prepare employees for new or anticipated SPAWARINFOTECHCEN mission requirements.

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d. Per reference (c), enclosure (1) is the method used to authorize cost training for all employees. It is required for all external training including mandatory training, training conferences, and other developmental training opportunities even if there is no cost to the government. The information captured on this form is used to update each civilian employee's record in the Defense Civilian Personnel Data System (DCPDS). All training must be authorized by a supervisor, Technical Director or Executive Officer, funded by the Comptroller, and approved by the Training Department Head prior to the training event. Acquisition workforce career development and training will be requested and documented per reference (b).

e. When training is approved and scheduled, supervisors will permit employees to attend the training. Non-attendance will be allowed only in rare instances necessitated by unusual, unanticipated work requirements, or in the event of family emergencies or personal illness.

f. Employees who are provided training in excess of 80 hours may be required to sign an agreement to maintain employment with the DoN up to a certain time frame. The agreement will ensure the government receives its maximum benefit from training dollars.

5. Responsibilities. Responsibilities for the direction, development, implementation, participation, and evaluation of the workforce development are as follows:

a. The Training Department Head will provide overall direction and policy for the program.

(1) Provide regulatory workforce development policy and program oversight to the command.

(2) Provide advice to managers, supervisors, and employees on workforce development issues and training requirements.

(3) Ensure that all cost training requested is designed to improve the employee's performance, or provide knowledge, skills and the abilities to perform new duties and responsibilities in the employee's current position.

(4) Promote the use of Navy E-Learning opportunities whenever appropriate.

(5) Deploy and maintain the Manage Training Process.

b. The Training Coordinator will:

(1) Assist in locating and securing training to meet identified training objectives.

(2) Review requested training to ensure all forms are properly completed and signed.

(3) Determine whether or not funding was approved and track scheduling, attendance, and completion.

(4) Coordinate with the Contracts Department to ensure training costs, such as tuition, are paid prior to the employee's departure for training.

(5) Maintain metrics on all command training.

c. The Contracts Department Head will purchase training when required and follow all of the established procurement and purchase card regulations and procedures.

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d. The Comptroller will certify the availability of SPAWARINFOTECHCEN central funding for training requests and provide all applicable accounting information for completion of enclosure (1).

e. Department/Division Heads will review and recommend approval or disapproval on all requests for training. All training requests, including those not recommended for approval, must be forwarded to the training coordinator for processing and filing.

f. Supervisors will:

(1) Assist in identifying training needs and solutions.

(2) Provide specific direction to employees on recommended or required training that will improve or enhance performance, or prepare employees for new tasks.

(3) Permit employees to attend scheduled and approved training, also, allow time during the workday to participate in web-based learning opportunities.

(4) Prepare an Individual Development Plan (IDP), in the format of enclosure (2), at the time the performance objectives/standards are set. A copy of the IDP must be forwarded to the Training Department as input in preparing the annual training plan for the command.

(5) If a training request is denied, the Executive Director will be informed of the reason for denying the request.

g. Employees will:

(1) Assist in identifying training needs and solutions related to enhancing performance and accomplishing the SPAWARINFOTECHCEN mission.

(2) Attend and satisfactorily complete scheduled training that has been approved.

(3) Complete any required training evaluations.

6. Action. The Manage Training Process will be the vehicle used by employees, supervisors, and other management officials to execute their respective responsibilities. The Manage Training Process is available in the Process Library.

7. Selection of Employees for Training. Supervisors and management officials must ensure that selection of employees for training is free from any discrimination because of race, color, religion, sex, national origin, disability, or other factors unrelated to the need for training. Training vendors must also meet similar requirements.

8. Forms. The Request for Training, SPAWARINFOTECHCEN 12410/1 (8-02), and the Request, Authorization, Agreement, Certification of Training and Reimbursement, DD Form 1556 (Rev. 8-02) is stocked and maintained by the Training Department, and will be used to request all training except that offered or required command-wide.


PEGGY A. FELDMANN

Distribution: (SPAWARINFOTECHCENINST 5218.1A)
Lists A, B, C, G, H, and J

SAMPLE INDIVIDUAL DEVELOPMENT PLAN (IDP)

Name: _____ Code: _____ Date: _____

Part I. Specific Knowledge, Skills, and Tools to focus on:

1. Knowledge of:

- Defense Civilian Personnel Data System (DCPDS) capabilities.
- Civilian training requirements (OPM & Navy).
- Navy human resources policies and procedures.
- Process development and documentation.

2. Skill in:

- Keyboarding.
- Writing training documents.
- Preparing briefings.
- Providing quality customer service.

3. Tools:

- MS PowerPoint.
- Crystal Reports.

Part II. Work Assignments:

Date
Completed

Trainer's
Initials

- Draft a Naval directive.
- Serve on a process working group.
- Update training desktop procedures.

Part III. Required Reading:

- Navy Directives Issuance Manual
- OPM Training Policy Handbook - Authorities and Guidelines

Part IV. Formal Training:

- DCPDS Introductory Training.
- Crystal Reports training.
- Navy E-Learning CNET11674 Introduction to Human Resources Management.
- Navy E-Learning COMM0212 Writing Concisely and Accurately.
- Navy E-Learning CUST0203 Exceeding Customer Expectations.
- Navy E-Learning COMM0321 The Foundations of Presentations.

Employee's Signature

Supervisor's Signature

Enclosure (2)